



# ON-LINE RENEWAL AUDIT MATERIALS CHECKLIST

Board of Educational Examiners  
Use Only

INSTRUCTIONS: (Please allow four weeks for processing. Incomplete applications may be returned.)

Revised 04/11

## RENEWAL REQUIREMENTS CHECKLIST

- Please check the appropriate boxes indicating that the audit materials are included or currently on file with the BoEE
- Supply folder number, date of birth, today's date and signature below
- The BoEE does not accept Grade Reports

### STANDARD LICENSE – Six (6) renewal credits

_____ Original transcripts with the credits used for renewal	Previously submitted _____
_____ Copy of your up-to-date Mandatory Child and Dependent Adult Abuse Certificate	Previously submitted _____

### MASTER EDUCATOR OR PROFESSIONAL SERVICE LICENSE – Four (4) renewal credits

_____ Original transcripts with the credits used for renewal	Previously submitted _____
_____ Copy of your up-to-date Mandatory Child and Dependent Adult Abuse Certificate	Previously submitted _____

### ADMINISTRATOR LICENSE – Four (4) renewal credits

_____ Original transcripts with credits used for renewal	Previously submitted _____
_____ Copy of the current Evaluator Approval certificate used for this renewal	Previously submitted _____
_____ Copy of your up-to-date Mandatory Child and Dependent Adult Abuse Certificate	Previously submitted _____

### AUDIT MATERIALS AND CHECKLIST MUST BE MAILED TO:

***Iowa Board of Educational Examiners  
Grimes State Office Building  
400 East 14<sup>th</sup> Street  
Des Moines, IA 50319***

Folder Number \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_